

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 203
NOVEMBER 4, 2015 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, November 4, 2015, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Nicole Tesch**
 Richard Hannold, Member
 Jill Johnson, Member

Staff Present: **Bill Oakes, Director**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:05

EXECUTIVE SESSIONS ANNOUNCED

The Board will recess then meet in Executive Session at 10:30 a.m., as allowed under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate. The Executive Session will take place in the Commissioners' Hearing Room, and is anticipated to last approximately 15 minutes. No announcement in open public session is expected.

The Board will recess then meet in Executive Session at 12:30 p.m., as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session will take place in the Administration Building, Commissioners' Conference Room 214, and is anticipated to last approximately 30 minutes. No announcement in open public session is expected.

Add-on

Subject/Description: **Amendments to the 2016-2021 CIP**

Attachment: none

Action Requested: Bill Oakes reviewed two revisions (Jail Kitchen Repairs & Jail Surveillance) to the 2016-2021 CIP.

Follow up: Okay with full Board.

Parks

Subject/Description: **Recreation and Conservation Office Funding Board Agreement
Glendale Shoreline Beach Access**

Attachment: Memorandum dated 11/4/15 from Public Works/Parks to BOCC

Action Requested: Approval of Agreement with WA State Recreation and Conservation Office (RCO) for the Glendale Shoreline Access and Restoration Grant Agreement No. 14-1531C; Amount: \$1,302,500.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: **Amendment #1 to Agreement to Purchase and Sales and Donation of
Conservation Easements Whidbey Camano Land Trust/Glendale Shoreline Beach Access**

Attachment: Agreement

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Action Requested: Approval of Amendment #1 to Agreement to Purchase and Sales and Donation of Conservation Easements.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Roads

Subject/Description: Purchase of 2016 Peterbilt Cab and Chassis 367 from Western Peterbilt off WA State Contract

Attachment: Memorandum dated 10/15/15 from Matt Nienhuis, to BOCC

Action Requested: Approval of Purchase Order # 10382; One (1) new 2016 Peterbilt Cab & Chassis 367; Washington State Contract #01513; \$152,578.54 (incl. WSST)

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Coupeville Green Parking ILA

Attachment: Memorandum dated 10/23/15 from Doug Cox, Transportation Planner, to BOCC

Action Requested: Approval to move forward with Interagency Agreement with the Town of Coupeville for “green parking”. Island County will purchase the materials needed to create the parking area and the City of Coupeville would be responsible for installation.

Follow up: Okay with full Board to move forward with agreement.

Subject/Description: Amending 2015 ACP

Attachment: Memorandum dated 10/23/15 from Keith Elefson to BOCC

Action Requested: The 2015 Annual Construction Program has been amended to include two projects (Swantown/Heller Intersection Improvement & 2014 Road Safety Projects) as well as revisions to the funding source and expenditure amounts as appropriate.

Follow up: Okay with full Board.

Solid Waste

Subject/Description: Arnold Acres, LLC Biosolids Application Agreement

Attachment: Memorandum dated 10/20/15 from Joantha Guthrie, to BOCC

Action Requested: Approval of Service Agreement with Arnold Acres, LLC for Beneficial Use of Biosolids (2015–2020) with possible extension for three years.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Gerald A. Bell Biosolids Application Agreement

Attachment: Memorandum dated 10/20/15 from Joantha Guthrie, to BOCC

Action Requested: Approval of Service Agreement with Gerald A. Bell for Beneficial Use of Biosolids (2015–2020) with possible extension for three years.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: 2015/17 DOE Coordinate Prevention Grant Agreement

Attachment: Memorandum dated 10/21/15 from Solid Waste to BOCC

Action Requested: Approval of Waste 2 Resources Agreement between Island County Public Works and DOE. Public Works will use the grant to collect, package, and ship for recycling or disposal hazardous waste from residents and qualifying businesses of Island County, including incorporated jurisdictions and residents of military housing; Amount: \$257,325.33.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 205
NOVEMBER 4, 2015 – WORK SESSION**

Commissioner Price Johnson announced the Board would recess then meet in Executive Session at 9:35 a.m. as allowed under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate. The Executive Session will take place in the Commissioners Hearing Room, and is anticipated to last approximately 15 minutes. No announcement in open public session is expected.

At 9:50 a.m. Commissioner Price Johnson announced an additional 10 minutes would be needed.

At 10:00 a.m. the Board reconvened in regular session.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, November 4, 2015, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Nicole Tesch
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Keith Higman, Director, Dawn Pucci

Record @ 33:21

Community & Family Health

Subject/Description: WIC Update

Attachment: none

Information: No update available at this time.

Subject/Description: Amending MOU HD-16-2014

Attachment: MOU HD-16-2014 as executed

Action Requested: Approval to amend MOU by \$5,734.83 for costs in excess of MOU amount for the delivery of nursing services to date in the Island County Jail.

Follow-up: Okay with full Board. Keith will bring forward for signature at the BOH and BOCC meetings on November 16th mutual termination agreements, for the delivery of nursing services, between Island County Public Health and Juvenile Court Services/Sherriff's Office.

Subject/Description: Agreement with Island County Public Health and Senior Services of Island County

Attachment: HD-17-2015

Action Requested: Approval of services agreement between Island County Public Health and Senior Services of Island County; agreement establishes the partnership between the nursing staff of ICPH and the staff of Senior Services Information & Assistance, Case Management and Adult Day Services Programs; Amount: not to exceed \$2,000.00; Period of Performance: 1/1/16-12/31/16.

Follow-up: Okay with full Board to move forward with services agreement.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 206
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Environmental Health

Subject/Description: WA State Dept. of Ecology; Coordinated Prevention Grant (CPG)
Attachment: Contract No. W2RCPG-1517-IsCoPH-00071
Action Requested: Approval of contract with WA State Department of Ecology – Coordinated Prevention Grant – Solid Waste Enforcement, to monitor facilities for compliance and to provide investigation, technical assistance and enforcement in response to inquiries of solid waste handling (7/10/15 – 6/30/17); Amount: \$108,882.67.
Follow-up: Okay with full Board to move forward to a Tuesday agenda.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, November 4, 2015 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair Richard Hannold, Member Jill Johnson, Member	Staff: Nicole Tesch
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Staff Present: **Keith Higman, Director, Dawn Pucci**

Record @ 58:33

Subject/Description: WA State RCO – Lead Entity
Attachment: Contract No. 15-1392P
Action Requested: Approval of Funding Board Project Agreement between Salmon Recovery Funding Board and the RCO and Island County Natural Resources; funds will be used to coordinate implementation of the Salmon Recovery Plan for Water Resource Inventory Area 6; Period of Performance: 7/1/15-6/30/17; Amount: \$170,048.00.
Follow-up: Okay with full Board to move forward to a Tuesday agenda.

**Long Range Planning
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 4, 2015 at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair Richard Hannold Jill Johnson, Member	Staff: Nicole Tesch
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Staff Present: **Keith Higman, Interim Director, Brad Johnson, Senior Planner, Meredith Penny, Beckye Frye**

Record @ 01:08:30

Subject/Description: Comprehensive Plan Update
Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 207
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Discussion: Beckye Frye shared with the Board what they learned from the Rural Land public meetings. Staff will formalize the results and present them at a December work session.

Brad Johnson updated the Board on what has been completed and what still needs to be done with regard to the Comprehensive Plan update.

Phase 1 – Research and Analysis Phase – *completed all tasks*

- Preliminary Scope of Work and Public Participation Plan
- Selection of 20 year population projection range
- County Wide Planning Policies
- Regional Growth Trends and Allocations
- Buildable Lands Analysis
- Formal Review of Comprehensive Plan and Development Regulations

Phase 2 – Implementation Phase - *tasks left to complete*

- Urban Growth Area Modifications - preliminary analysis complete
- Draft Comprehensive Plan Revisions
- SEPA Analysis and Public Review Period
- Draft Development Regulation Revisions

**Sheriff's Office
Summary Minutes**

Work Session was held between the County Commissioners and the Superior Court on Wednesday, November 4, 2015 at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Nicole Tesch

Staff Present: Wylie Farr

Record @ 01:52:03

Subject/Description: Purchase of new Jail van

Attachment: PO # 11055

Action Requested: Approval of Purchase Order 11055 – Columbia Ford Nissan for purchase of one (1) eight-passenger transit van vehicle to provide transportation for Island County inmates. State Contract No. 03613-Vehicles, Utility and Vans; Amount: \$27,358.75.

Follow-up: Okay with full Board to move forward to a Tuesday meeting.

EXECUTIVE SESSION ANNOUNCED

Commissioner Price Johnson announced the Board would recess then meet in Executive Session at 12:30 p.m., as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session will take place in the Administration Building,

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Commissioners' Conference Room 214, and is anticipated to last approximately 30 minutes. No announcement in open public session is expected.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 4, 2015 at 1:00 p.m. in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Debbie Thompson
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Melanie Bacon, Human Resources Director, Bruce Rohm

Others Present: Hill West, Keith Higman,

Record @ 01:57:07

Subject/Description: Job Requisitions

Attachment:

Action Requested:

Community Development

- Current Use Planner, replacement, C10-C-11, DOQ #107/15
Commissioner Johnson moved to approve Job Requisition #107/15. The motion was seconded by Commission Hannold and carried unanimously.

Health/DNR

- EHS 3 Watershed Planner, replacement, C-12, #110/15
Commissioner Johnson moved to approve Job Requisition #110/15. The motion was seconded by Commission Hannold and carried unanimously.

Superior Court

- Juvenile Detention Officer, replacement, .5 FTE, C-9 #108/15
Commissioner Johnson moved to approve Job Requisition #108/15. The motion was seconded by Commission Hannold and carried unanimously.
- Mentoring Program Coordinator, replacement, C-9 #109/15
Commissioner Johnson moved to approve Job Requisition #109/15. The motion was seconded by Commission Hannold and carried unanimously.

Subject/Description: Interlocal Agreement with Washington State Transit Insurance Pool

Attachment: Interlocal Agreement

Action Requested: Approval of Interlocal Agreement for Driver Record Monitoring Service – WA State Transit Insurance Pool to provide monthly monitoring service for driver records. Amount: \$2,800.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 209
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Subject/Description: Road Guild L & I Case

Attachment: L & I Buy-Back

Information: Melanie Bacon briefed the Board on the ongoing L & I Buy-Back between Island County and Island County Deputy Sheriff's Guild – Criminal Division.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, November 4, 2015, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Larry Van Horn, Facilities Director

Others Present: Keith Higman

Record @ 02:24:05

Subject/Description: Updates

Attachments: none

Information: Larry briefed the Board on the following:

- ADA Transition Plan – update in December
- SWFRC Health Department sub-lease renewal

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, November 4, 2015, at 2:00 p.m. in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Rick Hannold, Member
Jill Johnson, Member

Staff: Debbie Thompson

Staff Present: Jackie Henderson, Lynda Richards, Catherine Reid, Joanne Pelant

Others Present: Andrew Somers, Court Administrator

Record @ 02:42:19

Subject/Description: 1/10th Guidelines

Attachment: Treatment Sales Tax Allocations Advisory Committee

Information: Request from staff for Board feedback on the priorities, membership criteria and appointment process going forward.

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Follow up: Staff will incorporate Board suggestions and bring revised document back to a future work session.

Subject/Description: Housing Assistance - 2016 Contract recommendations from Housing Advisory Board

Attachment: none

Action Requested: Approval to begin outreach to applicants and drafting of contracts.

Follow up: Contracts will come back before the Board at a future work session.

**Superior Court
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, November 4, 2015, at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Helen Price Johnson, Chair Richard Hannold, Member Jill Johnson, Member	Staff: Pam Dill
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Staff Present: Andrew Somers

Others Present: Elaine Marlow, Budget Director

Record @ 03:19:22

Subject/Description: Memorandum of Understanding General Court Rule 31.1

Attachment: Memorandum of Understanding

Action Requested: Approval of the Memorandum of Understanding between Island County Superior Court and the Executive Branch of Island County government. The purpose of the MOU is to set forth the intent of the parties when the Executive Branch of Island County government receives a public records request related to the Island County Superior Court or its employees.

Follow up: Andrew will work with the Prosecutor's office on the need to include elected officials on the MOU.

Subject/Description: Justice Systems – Maintenance Contract

Attachment:

Action Requested: Pulled

Follow up:

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 4, 2015, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair

Staff: Debbie Thompson

Rick Hannold, Member

Jill Johnson, Member

Staff Present: Elaine Marlow, Budget Director, Don Mason

Record @ 03:27:51

Subject/Description: Initiative 1366

Attachments: none

Information: Elaine Marlow briefed the Board on the fiscal impacts of Initiative 1366.

Subject/Description: Conservation Futures and Cash Flow

Attachment: yes

Information: Elaine Marlow reviewed the cash flow for Conservation Futures. Don Mason discussed with the Board their preference on how the November 10th public hearing will be conducted.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board